

**State of Vermont
Division of Disability and Aging Services**

HOUSING SAFETY AND ACCESSIBILITY REVIEW PROCESS

March 2006

Housing Safety and accessibility reviews are conducted by the Division of Disability and Aging Services to assess safety and accessibility of all relevant residential and agency community support sites. Residential reviews should occur prior to the person moving into the home. Agency community support sites attended by four or more people are also reviewed.

Review schedule

A safety review and accessibility review(if applicable) is conducted by the Division of Disability and Aging Services of all homes not required to be licensed or inspected by the Division of Licensing and Protection, a local housing authority, Vermont Department of Labor and Industry, Vermont. State Housing Authority, or Section 8. When possible, prior to the person moving into the home or utilizing an agency community support site, the agency requests a safety and accessibility review. The provider and agency agree to maintain all the items on the checklist. Additional inspections only occur if there are going to be significant alterations to the day-site or home that would impact on the safety of the consumer. It is the responsibility of the agency to notify the Division of Disability and Aging Services of any agency community support sites that is in need of a safety and accessibility review, which include “drop in sites” that are funded by the Division.

Division Report

At the actual review the agency representative and home provider are given a copy of the Housing/Safety and/or Accessibility report, which details the deficiencies, if any, and the standard for the correction. The report also specifies that all corrections noted on Housing/Safety reviews need to be completed within thirty(30) days from the date of the inspection. The identifying data and date of review are entered into the Division’s database. If the completed report is returned to the Division within the thirty(30) days, then the information is recorded and a hard copy of the corrections is kept on file. The Accessibility review findings must be resolved within ninety(90) days of the initial review. See Attachment A for the complete accessibility review process.

Agency Response

Agencies are required to complete all of the corrections and verify their completion through a follow-up inspection from the Division’s representative. Some agencies have been approved to conduct the re-inspection of the Housing/Safety review themselves and must forward verification of the completion of the checklist to the Division.

If the agency has not verified that the corrections have been made within the above timeframes, they are sent written notice and are monitored by division staff to insure compliance. If after a minimum of 55 days from the date of the initial inspection the completed report has not been returned, and the agency has received 3 notices, the funding for that home may be suspended until such time that the corrections have been completed.

Appeal Process

If the agency disagrees with any of the findings on the report or believes certain items should be waived, the agency may appeal to the Division's housing safety/accessibility supervisor. If a solution is not reached, then the agency may appeal to the Deputy Commissioner of the Department of Aging and Independent Living, at which time the agency may present evidence upon which a decision will be made. The decision of the Deputy Commissioner of the Department of Disability, Aging and Independent Living shall be final.